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Dear Head Teacher

We hope you had a good summer holiday and the start of the new academic year is going well.

As a provider of NHS services that deliver services within your school, we wanted to take this opportunity to provide some assurance to you about the rigorous recruitment processes we have in place as an NHS Trust to safeguard children and young people, and to ensure that colleagues we employ are suitable and competent professionals.

### **Disclosure and Barring Service (DBS) Checks**

On employment at Midlands Partnership University Foundation Trust all employees are subject to Disclosure & Barring Service checks (DBS). Those colleagues who will be working directly with young people are subject to **enhanced checks** with **barred list** checks, which shows spent and unspent convictions, cautions, reprimands and final warnings, plus any information held by local police that's considered relevant to the role. As a new organisation formed in 2018 any individual who did not have an up-to-date DBS check on record was required to obtain one. As a DBS is only valid on the day of issue, our Trust policy is that colleagues should immediately inform their line manager of any criminal convictions and there is then a formal process of annual self-declaration.

We believe this provides a robust process to ensure that our staff are suitable and safe to work with children and young people from the perspective of any criminal activity.

### **Trust Identification**

MPFT Trust Identification is in the form of a photograph I.D card, usually worn on a lanyard or clip. All employees of MPFT are issued with this on commencement in post. Our recruitment checks are rigorous and include right to work in the UK and two reference requests. On recruitment, and in order to obtain a NHS Trust identification card, colleagues must produce valid identification from a list including passport, driver's license and correspondence proving their details, such as a bank statement or utility bill. All identification is confirmed by a manager as belonging to the person to whom the I.D is then issued. Therefore, in order to obtain a Trust I.D you can be assured that we have checked the identity of the individual. If you have any concerns about the validity of the I.D of anyone reporting to work for Midlands Partnership University Foundation Trust please do not hesitate to contact myself or any of the managers at the Trust to seek confirmation.

From time to time some of our colleagues are asked to produce additional information or copies of additional identification or DBS certification to keep on school's records, this can cause complications with data protection and will not necessarily provide any additional assurance than being a holder of MPFT photo I.D., and therefore we do hope that this letter will provide you with the necessary assurance you need to prevent this being required.

Of course, as well as DBS and identity checks we ensure that all our colleagues hold the relevant qualifications and have the necessary knowledge and skills to fulfil their role. All colleagues undertake regular mandatory training in key subjects including level 2 and 3 Safeguarding for Children, have regular safeguarding and professional supervision.

### **Students**

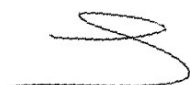
As part of several health care degrees and qualifications e.g., nursing, occupational therapy, physiotherapy and speech and language therapy MPFT accept students from local universities for their clinical placements which are required to enable them to become registered professionals. All these students have had the appropriate level of DBS checks, have completed all required statutory and mandatory training and have signed confidentiality agreements. Students are always accompanied by MPFT staff and will have university ID. Whilst we recognise that this can be a challenge for you. I hope you understand the need for health professionals to have a full and complete clinical placement experience during their courses.

### **Staff attending schools**

It is highly unlikely (aside from an emergency) anyone from MPFT will attend school without contacting your school in advance by phone or email. They will also have obtained consent from parents to visit school and work with the child. If, however you have any concerns about colleagues working for MPFT in your school, or you would like any further information about the services we provide, please do not hesitate to contact me via the email address shown at the top of this letter.

We look forward to continuing to work with you in the forthcoming year.

Yours faithfully



**Lyse Edwards**  
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